

FILING AND RETENTION SCHEDULE

Identification Division

Schedule No. 647-15

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

IDENTIFICATION DIVISION

LICENSE SERVICES SECTION

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5	Special Police Commission Files	Contains reports of investigations conducted by Maryland State Police for Special Police Commissions. Retain in Identification Division while active. Upon resignation, retirement or death, retain one additional year, then destroy.
5-1	Special Police Commission User Files	Contains correspondence in varied formats which is reviewed periodically and on renewal dates to determine continuing eligibility for Special Police Services. Screen every three years and destroy that material no longer needed.
6	Private Detective License Files	Consists of case folders containing documents which accumulate as a result of investigations conducted prior to the issuance, renewal or denial of a Private Detective License. Retain in Identification Division for one year, then microfilm and destroy originals. Retain microfilm for twenty years, then destroy.
9	Firearms Dealers License Files	Consists of case folders containing documents which accumulate as a result of the issuance, renewal or denial of a license to sell firearms. Retain in Identification Division while active. Upon revocation, denial or failure to renew, destroy after three years.
10	Gun Applications File	Contains copies of applications to purchase or transfer ownership of a pistol or revolver (Form #77R). Retain in Identification Division for one year, then microfilm. Retain originals one additional year, then destroy. Retain microfilm for 75 years, then destroy.
10-1	Used	

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| 10-2 | Machine Gun
Registration Files | Contains copies of applications to purchase or transfer ownership of a machine gun, along with those papers which are required to document registration.

Retain in Identification Division permanently. |
| 10-3 | Machine Gun
Serial File | Contains index cards used to numerically cross-reference machine gun registration files.

Retain in Identification Division permanently. |
| 10-4 | Machine Gun Name File | Contains index cards used to alphabetically cross-reference machine gun registration files.

Retain in Identification Division permanently. |
| 10-5 | Gun Files Master
Name Index | Consists of alphabetically arranged index cards which contain identifying data on all subjects who have registered handguns in the State of Maryland. Cards also show descriptive data on the registered handgun.

Retain in Identification Division permanently. |
| 10-6 | Gun Files Master
Serial Index | Consists of numerically arranged index cards which contain identifying data on all registered handguns in the State of Maryland. Cards also show descriptive data on the subject to whom the handgun is registered.

Retain in Identification Division permanently. |
| 14 | K-9 Registration Files | Contains documents which verify the state-wide registration of all K-9 dogs used by all law enforcement agencies in the state.

Retain in Identification Division as long as the dog is in service and for the tenure of the handler, then destroy. |
| 16 | Outdoor Festival
Permit Files | Contains documents relating to the investigation and issuance of permits to a person or an organization to conduct an outdoor festival.

Retain in Identification Division for four years, then destroy. |

FIREARMS SERVICES SECTION

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| 11 | Handgun Permit Files
(438) | Contains copies of investigations of applicants for permit to carry or wear a handgun.

Retain in Identification Division for 75 years, then destroy. |
| 11-1 | Handgun Applicant
Name Card File | Contains index cards used to alphabetically cross-reference handgun permit files, shown at OSP 11.

Retain in Identification Division for 75 years, then destroy. |
| 11-2 | Handgun Applicant
Number Card File | Contains index cards used to numerically cross-reference handgun permit files, shown at OPS 11.

Retain in Identification Division for 75 years, then destroy. |
| 11-3 | Gun Application
Ledger | Listing of all gun applicants used to control issuance of permit numbers.

Retain in Identification Division for 75 years, then destroy. |
| 12 | Handgun Search
Report Files | Contains chronologically filed reports which show the name and address of persons frisked for handgun, location and circumstances relating to the frisk.

Retain in Identification Division for eight years, then destroy. |
| 12-1 | Monthly Handgun Search
Activities Summary | Contains copies of an unnumbered form which show the number of suspects frisked, arrested and/or released, recapitulated annually.

Retain in Identification Division for three years, then destroy. |
| 12-2 | Firearms Tracing File | Contains Maryland State Police unnumbered form used to collect the history of a firearm from the manufacturer to the last recorded purchaser.

Retain in Identification Division for three years, then destroy. |

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304	Daily Cash Receipt File	Contains copies of unnumbered forms used to receipt for and transmit the handgun registration fee to Finance Division. Retain in Identification Division for three years, and until audit, then destroy.
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LABORATORY SERVICES SECTION

OPS LAW ENFORCEMENT OPERATIONS

80	Ballistics Case Files	Consists of case folders containing data relating to criminal incidents in which a ballistic analysis was required. Retain in Identification Division for five years, then retire to a State Records Center for fifty years, then destroy.
81	Reference Card File	Contains two sets of cards used to catalog ballistics information collected from various printed publications and to cross- reference those publications from which the information was collected. This activity is essential to performing detailed analysis of expended bullets submitted for analysis without the weapon. Retain in Identification Division as a perpetual file.
82	Chemistry Report Files	Contains copies of examination reports which show the scientific evaluation of all controlled dangerous substances (CDS) confiscated by members of the Agency. Reports also give descriptive data relating to the victim and/or suspect. Retain in Identification Division for five years, then transfer to a State Records Center for fifty years, then destroy.
83	Latent Fingerprint Files	Contains copies of examination reports which give the analysis of unknown fingerprints recovered at the scene of a crime. Prints are analyzed, recorded individually and may include information relating to the suspect and/or victim. Retain in Identification Division for five years, then transfer to a State Records Center for fifty years, then destroy.

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| 84 | Trace Evidence Report
Files | <p>Contains copies of examination reports which give the chemical analysis of blood, semen, hair and related properties collected from the scene of a crime.</p> <p>Retain in Identification Division for five years, then transfer to a State Records Center for fifty years, then destroy.</p> |
| 85 | Document Analysis
Files | <p>Contains copies of examination reports which give the analysis of written and/or printed documents which have been submitted as evidence in criminal cases.</p> <p>Retain in Identification Division for five years, then transfer to a State Records Center for 25 years, then destroy.</p> |
| 86 | Evidence and CDS
Destruction Logs | <p>Maintained in ledger books, these logs establish a line of custody from the receipt to the final disposition of CDS and other materials submitted as evidence in criminal cases.</p> <p>Retain in Identification Division as a perpetual file.</p> |